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**UNITED STATES CIVIL SERVICE COMMISSION**

**BUREAU OF RETIREMENT AND INSURANCE**

WASHINGTON, D.C. 20415

TO HEALTH BENEFITS, INSURANCE AND RETIREMENT OFFICERS

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For your information there is attached a copy of a letter which is self explanatory and which we have sent to all of the payroll offices of your agency concerning SF-2812 reporting.

We have used this direct approach to relieve you of the burdensome details involved in bringing these matters to the attention of your payroll offices. Of course, if any problem areas should develop we will so inform you.

USCSC-BRI  
May 1964

*sent to back P/R's  
6/1/64 mps*  
BUREAU OF RETIREMENT AND INSURANCE

## UNITED STATES CIVIL SERVICE COMMISSION

BUREAU OF RETIREMENT AND INSURANCE

WASHINGTON 25, D.C.

RS:REF:pal

YOUR REFERENCE

May 25, 1964

TO: AGENCY PAYROLL OFFICES

SUBJECT: Standard Form 2812 Reporting

The purpose of this letter is to inform payroll offices the common type of errors or omissions that occur in reporting under the SF-2812 procedure. Consideration given to the points mentioned in this letter should keep the need for correspondence (which is expensive) to a minimum and produce more timely information.

Group Life Insurance

It is noted in many instances that agency contributions reported by payroll offices exceed 50 per cent of the aggregate amount of withholdings from employees' salaries. The reason for this appears to be that the agency contribution is computed on the amount withheld from each employee's salary, the sum total of which exceeds the aggregate withholdings because of raising a fractional part of a cent to the next cent. This, of course, results in excess agency contributions and an overcharge to the agency's appropriation. Instructions in Federal Personnel Manual Supplement 870-1, Subchapter S4, Section 3 provide that the amount contributed by an agency from its appropriation or other funds available for payment of salaries is always equal to 50 per cent of the aggregate amount of withholdings from employees' salaries. Each SF-2812 in the future should show the amount of agency contributions as being equal to 50 per cent of the total amount reported for employee withholdings for Life Insurance with any fraction of a cent resulting at this point rounded to the nearest cent.

RC'D - JB/BSO

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Semi-annual Head Count

Your attention is directed to the foot-note on the SF-2812 concerning the number of employees covered by the Health Benefits, Life Insurance and Retirement programs to be included in the report of withholdings and contributions for the last payrolls paid in June and December. This is a reminder that this information should be furnished on the SF-2812 submitted covering withholdings and contributions for the last payroll paid in June, 1964.

Revised SF-2812

This form was revised in July 1963 by adding a block to show "Date Payroll Paid." Some payroll offices using the revised form do not provide this information. This block should be completed in future reports. Other payroll offices are still using the old form. The revised form should be obtained and the old form destroyed. Stocks of the revised forms have been supplied to all agencies and should be available through regular requisitioning channels. If the revised form is not immediately available, as a temporary measure the "Date Payroll Paid" should be typed on the old form immediately under the "Pay Period" block so as not to obliterate the pay period dates.

Payroll Office Number

In some instances the payroll office number is not correctly shown on the SF-2812. This number consists of eight digits composed of two components: (a) the first two digits representing the agency designation of its appropriation symbol and (b) the last six digits representing the number assigned to the particular payroll office. It is of utmost importance that the correct payroll office number be shown at all times on all forms where it is required.

Submission of SF-2812

The SF-2812 and the accompanying check is in some instances not submitted to the Commission until some time after the payroll has been paid. These should be forwarded immediately upon payment of the payroll so that payment of premiums to health benefit and life insurance carriers may be timely made.

Sincerely yours,

*Harold E. Hunsaker*

Harold E. Hunsaker  
Chief, Systems & Audits Office